

**FIREFIGHTER
CITY OF HARRISBURG, PENNSYLVANIA**

STARTING SALARY \$21,000.00, plus basic medical insurance

(From \$36,840.00 to \$41,839.74, plus full benefits upon successful completion of a 12-week training program)

Effective September 5, 2006, the City of Harrisburg, Bureau of Fire, will open recruitment to establish a new civil service eligibility list for the position of Firefighter. Applicants must be at least 20½ years old by the deadline/closing date for submission of applications; be a U.S. Citizen; have graduated from an accredited high school, earned a G.E.D. certificate, or possess an equivalent education acceptable to the Commission; possess a valid driver's license that has not be suspended and/or restored within the past 3 years from the deadline/closing date for submission of applications; and not have been refused vehicle registration for violation of financial responsibility (insurance) laws within the past 3 years from the deadline/closing date for submission of applications. Applicants who reside outside the Commonwealth of Pennsylvania must obtain a valid Pennsylvania driver's license on or before the completion of the training program.

Applicants who are hired must establish residency within the corporate limits of the City of Harrisburg within 6 months after completion of probationary period and must continually maintain City residency thereafter.

Application packets may be obtained in person weekdays between 8:00 a.m. and 5:00 p.m., or by contacting the City of Harrisburg, Bureau of Human Resources, 10 North Second Street, Room 406, Harrisburg, PA 17101 in writing or by telephone at (717) 255-6475.

Applicants must submit an **Official Application for the position of Firefighter** to be considered for the position. No resumes or other employment applications will be accepted. Each application shall be accompanied with a processing fee of thirty dollars (\$30.00) in the form of a check or money order payable to "**City Treasurer.**" An applicant who demonstrates a financial hardship may petition the Secretary of the Commission for a waiver of the processing fee by completing the **Waiver Certificate** section of the **Civil Service Application Processing Fee** form.

Each application must also include legible copies of the following documents: birth certificate or naturalization papers; valid driver's license, social security card; official high school diploma, G.E.D. certificate or other official document demonstrating attainment of high school equivalent or higher education; and DD 214, Member Copy 4, (indicating the type of discharge and the dates of entrance into and separation from military) if claiming veteran's preference.

Examination elements for the position of Firefighter include a written examination, physical ability test, background investigation, pre-employment interview and other evaluatory processes. During the recruitment process, each eligible candidate will be provided the necessary information for the next phase of examination. Attendance at each phase is **mandatory**. Candidates who miss any scheduled phase will be automatically disqualified. It is anticipated that candidates who are initially hired will commence firefighter training on March 6, 2007.

Qualified applicants will be scheduled for a written examination that will be given on Saturday, October 7, 2006. Information pertaining to the written examination will be distributed to each applicant at the time of filing an application. The Bureau of Fire will offer pre-examination study sessions on Monday, October 2, 2006, and Tuesday, October 3, 2006; the time and location to be determined.

All applications must be received in the Bureau of Human Resources or postmarked no later than Friday, September 29, 2006.

The City of Harrisburg is an Equal Opportunity Employer
Stephen R. Reed, Mayor
Harrisburg City Council
Harrisburg Fire Civil Service Commission